



City of East Providence  
Roberto L. DaSilva  
Mayor

FOR IMMEDIATE RELEASE

December 5, 2023

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Office of the Mayor

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## **East Providence announces RFP for Oldham School incubator**

**EAST PROVIDENCE, RI** – The City of East Providence has announced a request for proposal (RFP) for a qualified consultant (or consultant team) to conduct a feasibility study on the conversion of a former municipal elementary school building into a small business incubator.

The RFP for the feasibility study comes after the City was awarded a U.S. Economic Development Administration (USEDA) Adjustment Assistant Program planning grant.

East Providence was awarded \$200,000 to be used toward its East Providence Small Business and Blue Economy Incubator Project.

The feasibility study, which includes market research, potential competition and analysis of startup and development costs, is the first step in the city transforming the

former Oldham Elementary School into a multi-use small business incubator. The study will also assist in the development of a plan of action for the space.

The incubator will be centered on the creation of jobs through business startups and will provide a network of business resources to small businesses that will ensure a greater level of long-term success.

“Our administration has worked hard in finding innovative ways to repurpose old, vacant properties to improve economic vitality in our city,” Mayor Bob DaSilva said. “This feasibility study, supported by a federal investment in our city, is the one of the main steps in the city creating a new hub for local, small business growth and development.”

This bid opening will be held on Wednesday, December 20, 2023 at 11:00 a.m. in Conference Room A at East Providence City Hall.

All questions should be submitted in writing to Jessica Lamprey, Procurement Specialist, at [jlamprey@eastprovidenceri.gov](mailto:jlamprey@eastprovidenceri.gov) not later than 4:00 p.m. on Thursday, December 14, 2023.

## **CITY OF EAST PROVIDENCE**

### **DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT SMALL BUSINESS INCUBATOR FEASIBILITY STUDY WEBSITE**

#### **ADVERTISEMENT**

#### **RFQ EP23/24-03**

#### **BID OPENING WEDNESDAY, DECEMBER 20, 2023 AT 11:00AM**

The City of East Providence is seeking qualified a consultant (or consultant team) to conduct a feasibility study on the conversion of a former municipal elementary school building into a small business incubator. Specifications may be downloaded from the City’s website: <https://eastprovidenceri.gov/rfp>

This is a Request for Qualifications: responses will be evaluated on the basis of the relative merits of the proposal, in addition to associated fee.

The City reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications, strength of its proposal, and associated fees.

Three (3) copies of a proposal, along with an electronic version saved as a PDF on one (1) USB drive shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, DECEMBER 20, 2023 AT 11AM.**

The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **BID EP23/24-03.**

The City of East Providence reserves the right to accept and/or reject any and all bids or parts thereof to waive any informality in the bids received, and to accept the bid, or parts thereof deemed to be most favorable to the best interests of the City.

Any questions regarding the RFP may be directed Keith Brynes, Director of Planning and Economic Development in writing at [kbrynes@eastprovidenceri.gov](mailto:kbrynes@eastprovidenceri.gov) by **THURSDAY, DECEMBER 14, 2023 BY 4:00PM.**

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey, Procurement Specialist [jlamprey@eastprovidenceri.gov](mailto:jlamprey@eastprovidenceri.gov)

For the full Request for Proposal, please visit:

<https://eastprovidenceri.gov/rfp/2023/small-business-incubator-feasibility-study>